

# Completing the **LivingWell** Promise: Step 1

The Health Assessment (HA) includes a series of questions about your current mental and physical well-being, your day-to-day lifestyle, and how you feel about your current health levels. It takes about 10-15 minutes and will tell you your Vitality Age. Follow the instructions below to complete the HA between Jan. 1, 2014 and May 1, 2014.

KEHP takes your personal health information seriously and has measures in place to protect this information. All responses to your HA are **strictly confidential** and protected under HIPAA. KEHP will not collect or access your personal health information, nor will KEHP share your personal health information with your employer. Only Humana and HumanaVitality will have access to and be able to view your HA responses. The responses have no impact on rates or benefits under your health insurance plan.

## Step 1: Directions for Completing the HumanaVitality Health Assessment

- 1 Visit [LivingWell.ky.gov](http://LivingWell.ky.gov) and click on the HumanaVitality login.
- 2 **First time users**  
Click on “Register Now” and complete the required fields. You will need your Social Security number or 9-digit member ID found on your Humana ID Card (for example - H12345678). Enter your name exactly as it appears on your Humana ID Card. Check the box agreeing to the terms, and click “Continue.” Verify the member found is you. Create a username and password. After completing the registration process, return to HumanaVitality to sign in using the username and password you just created.  
**Returning users**  
Sign in using your username and password.
- 3 Once you’re signed in, click on the alert to “Take the Health Assessment” or look for the “Health Assessment” link under the “Get Healthy” tab. If you know your medical history and key measurements, have them ready to help you complete your HA. If you don’t have your key measurements, don’t worry, you’ll still be able to complete the HA. If you had a Vitality Check (biometric screening) within the last 18 months, you will see those results have pre-populated into your HA. These cannot be updated until a new Vitality Check is submitted. To find a Vitality Check location near you, visit [Livingwell.ky.gov](http://Livingwell.ky.gov).
- 4 Receive your Vitality Age based on your HA responses. HumanaVitality will then recommend goals. Select the goals you want to work on and discover activities that will allow you to commit to a healthier lifestyle, improve your Vitality Age, and earn Vitality Points™ and rewards along the way.



*LivingWell* **Promise**

# Completing the **LivingWell** Promise: Step 2

## Step 2: Directions for Updating KHRIS ESS Contact Information

1

Open Internet Explorer then go to [KHRIS.ky.gov](http://KHRIS.ky.gov) and log in to KHRIS ESS.

2

### **Current KHRIS ESS users**

Enter your KHRIS User ID and password and click “Log on.” If this is the first time you have used KHRIS this year, read the user agreement, enter your full name and click “I agree.”

### **New KHRIS ESS User**

Click the “Forgot/Reset Password or New User” link. Enter your KHRIS User ID and click “Validate.” For security purposes, you must provide the following information: *Last Name, Zip Code, Date of Birth, and Social Security number*. Click “Authenticate.” If your information has been validated, a temporary password displays. Write this down or copy it. Click “Exit.” Back at the main page [KHRIS.ky.gov](http://KHRIS.ky.gov), type your KHRIS User ID and temporary password. Click “Log On.” You will now be prompted to change the temporary password. Type your temporary password created above, create a new password, and confirm your new password by typing it again. Click “Change.”

3

Once logged in, click “Personal Information” in the panel on the left of the screen or the “Addresses” link under Personal Information. In the Permanent Residence section, click “edit.”

4

Update your home address, phone number(s) and work/personal e-mail addresses. If these changes are immediate, click the “Valid as of Today” button, otherwise, click the “Valid as of a Future Date” button and enter the effective date of the change.

Once you have completed your entry, click “Review.” If correct, click “Save,” otherwise click “Previous Step” and revise your entries. Once complete, click “Log off.”